ATTACHMENT 1

Files Now Kept By O/DDA Registry

Accounting	Contracts
Allowances	R&D Program
Audit	Equipment and Supplies
Claims	Procurement
Audit Reports	Legal
Payroll & Salaries	Oversight
Funding/MBO	Liaison
Program/Planning	Medical
Buildings & Grounds	Meetings
Acquisitions	Briefings
Overseas Housing	Chiefs of Station
Design and Construction	Organization & Management
Relocation of Agency Components	Information Handling Systems
Highways and Transportation	Executive Committee Minutes
Furniture and Furnishings	Administrative Issuances
Fine Arts Commission	Notes from the Director
Disposition	IG Surveys
Space	Electronic Data Processing, SAFE
Parking	Emergency Planning
Utilities and Services	Establishments, Reorganizations
Committees	Programs and Plans
Communications	MAG
Mail and Correspondence	Functions and Delegations
Telephone	Charts, Table, Ceilings
Other Electrical Equipment	Personnel Reduction

Personnel	Supergrade Promotions
Assignment & Actions	Supergrade Positions
Attendance & Absence	Condolences
Overtime	Printing and Reproductions
Suggestion Boxes	Public Relations
Detail of Employees	Records
Awards, HMAB, Appreciation	Reports
Boards and Panels	Security
Career Service	Investigations
Conduct	Information and Publications
Contract Personnel	Privacy Act, Classification
Extension of Contracts	Violations
Contributions	Shipment and Storage
Employees Activities, Marriage to Alien	Speeches
Insurance & Hospitalization	Training
Films, TV Production	Programs
Homecoming Day	Career Training Program
Personnel Evaluation, PAR's	Guest Speakers Program
Military Personnel	Training Reports
Records and Reports	Outside Training--Colleges, Schools
Recruitment	Nominations for Defense College
Safety Program	Brookings
Separations	Courses
Personnel Emergency	Travel
Outplacement Programs	First Class Travel
Extensions	Travel Orders
Terminations	Foreign Travel
Retirement	Travel Policies
Supergrades	

Vehicles

Vehicles Assignment and Use

Codeword material

Top Secret material